

Regular Meeting
Monday, March 21, 2011
9:00 am
Chowan County Public Safety Center
305 West Freemason Street

MINUTES

Prior to the 9:00am meeting, the Board received the report to the people at the Chowan County Extension Office, no business was acted upon. Present Chairman Eddy Goodwin, Vice Chairman Keith Nixon, Commissioners Emmett Winborne, Ellis Lawrence, Ralph Cole, Jeff Smith and John Mitchener. Staff Present County Manager Paul Parker and Board Clerk Susanne Stallings

The Chowan County Board of Commissioners held their regular meeting on Monday, March 21, 2011 at 9:00am in the Chowan County Public Safety Center, 305 West Freemason Street Edenton NC. Present Chairman Eddy Goodwin, Vice Chairman Keith Nixon, Commissioners Emmett Winborne, Ellis Lawrence, Ralph Cole, Jeff Smith and John Mitchener. Staff Present Finance Officer Lisa Jones; County Manager Paul Parker, Finance Officer Lisa Jones, County Attorney John Morrison and Board Clerk Susanne Stallings

Chairman Eddy Goodwin called the meeting to order.

Consent Agenda

Chairman Eddy Goodwin then presented the Consent Agenda.

Recommended Budget Amendments

BA-1011-060

3210	Current Yr Taxes	\$21,321	Increase revenue for current year taxes due to property tax audits conducted by County Tax Services Inc.
4140	Tax	\$21,321	Increase expense to pay invoiced fees associated with the property tax audits

BA-1011-061

3433	EMPG Grant	\$ 1,910	Decrease in revenue from Emergency Management grant
4330	Emerg. Mngmt	\$ 1,910	Decrease emergency management expenses including travel and telephone & postage expense

BA-1011-062

3414	Town Taxes	\$ 85,000	Increase revenue from Town of Edenton tax collections
4140	Town Taxes	\$ 85,000	Increase expense to disburse tax collections received to the Town of Edenton (revenue & expense under-projected)

Chairman Eddy Goodwin asked if there were any questions or comments on the consent agenda, there were none.

Commissioner Nixon moved that the Board adopt the consent agenda as presented. Chairman Eddy Goodwin asked for all in favor, the motion passed unanimously (7-0).

Health Department Update

Albemarle Regional Health Services Director, Jerry Parks provided the Board with an update on the status of the design/move of the Health Department into the former Mental Health Building. He stated that the architect that was hired, Earl Warren is looking into the HVAC systems. He stated the building overall is in great condition and stated he may request future consideration on the pavement of the gravel road to Hicks Street. He stated there is a minor roof leak that will require minimal repair.

Commissioner Winborne asked about the ownership of the gravel road.

Board Clerk, Susanne Stallings stated it was county owned but she would follow up on it.

Commissioner Smith asked what the time table was.

Mr. Parks stated he would talk with the architect and report that back to the Board. Mr. Parks discussed his desire to install an elevator to utilize the large storage space above the building. He stated there is a possibility to use federal monies for the construction of steps or an elevator. He stated that there will be savings on utilities from the current building.

Being no further discussion, Chairman Eddy Goodwin thanked Mr. Parks for the update.

Edenton Chowan Schools

Dr. Alan Smith presented the recommendation from the Edenton-Chowan Board of Education on the relocation of the administrative offices to the former Boswell Restaurant on East Queen Street. A copy of the recommendation is in the meeting file labeled March 21, 2011.

Commissioner Nixon asked if utilities for the space would be covered by the County or the School Board.

Dr. Smith stated the School would include utility costs within its own budget.

The Board discussed the square footage occupied currently and the space proposed.

Commissioner Mitchener suggested that the Board request that rent payments be applied towards a future purchase.

Commissioner Nixon requested that the Board of Education look into the space at the Armory or Boswell Restaurant for IT.

Dr. Smith noted the proposed location has room for future expansion.

Chairman Eddy Goodwin thanked Dr. Smith and the Board for their work. He requested that the School look into space for the IT department.

Commissioner Mitchener stated he would recommend a 4 year lease on the property.

Dr. Smith clarified that he will provide the Board with a 4 year lease, architectural renderings for expansion and estimated costs.

Chairman Goodwin requested that this be placed on the April meeting agenda.

Senior Center Request

Senior Center Director Connie Parker requested that the Board consider a request to expand the Senior Center into space previously occupied by the Arts Council. To expand the fitness room and storage areas.

Commissioner Nixon inquired if the costs for utilities would be included in the expansion.

Ms. Parker stated she has grant monies for the expansion that need to be spent by the end of the year.

Commissioner Nixon stated he would like cost estimates for the expansion (for utilities) for budgeting.

Chairman Goodwin requested that this be placed on the April meeting agenda.

Items for further discussion from March 7, 2011 Meeting

- COA Campus Consolidation – Former DF Walker Campus

Douglas Stallings, 207 Boswell St. stated that he would like to report that a committee of the Alumni Association met with COA and have developed and reached an agreement on a Memorandum of Understanding and Lease Agreement. He thanked the members of his committee, Adrian Baccuss, Diana Jones Wilson, Goldie Wells and COA for the work.

Dr. Kandi Deitemeyer thanked the team that worked diligently on reaching an agreement over the weekend. She provided the Board with statistical data on the demographics of students at the DF Walker COA Campus. She then read the language agreed upon in the MOU and the lease.

“Throughout the initial term of this lease, COA shall provide to the Edenton-DF Walker High School Alumni Association the right to dedicated space and use of the Culinary Arts Building for their annual meeting/reunion. COA may require that the Edenton DF Walker High School Alumni Association make advance arrangement and reservation for the Culinary Arts Building or other facilities beyond the dedicated space, and may limit the use of such space to ensure that it does not interfere with COA’s operations. COA will require the Edenton-DF Walker High School Alumni Association to enter a Memorandum of Understanding with COA to confirm and establish terms of parties’ arrangement. COA shall not charge any fee for the aforesaid use.”

“COA shall provide to the Edenton-Chowan Board of Education continuous use of Early College/Technology Building on the Premises through and until June 30, 2013. COA covenants that it shall undertake no activity that will inhibit or prevent the Edenton-Chowan Board of Education from using this building for any purpose during the time period set forth herein. After such time, COA may enter a Memorandum of Understanding with the Edenton-Chowan Board of Education to confirm and establish the terms of parties’ arrangement, thereafter as necessary. COA shall not charge any fee for the aforesaid use.”

She also read into the record the MOU that would be attached to the lease. A copy of the MOU is in the meeting file labeled March 21, 2011.

Goldie Wells, 122 W Peterson Street stated that she has renewed hope and is happy to move forward with the partnership with COA. She stated she hoped the agreement reflects the seriousness of the Association and COA to partner together.

Commissioner Mitchener stated his desire to see the Association preserve and label the photographs in their collection of memorabilia.

Commissioner Nixon moved that the Board approve the proposed lease amendments and added that he has full trust in both entities. He then thanked them for their efforts in cooperation.

Commissioner Mitchener asked if the motion includes the language change for the school.

Commissioner Nixon said yes.

Commissioner Winborne stated that the process though long made him appreciate the efforts of all parties involved. He stated that together we can accomplish more.

Being no further discussion, Chairman Eddy Goodwin asked the Board to stand if in favor of the motion on the floor. All commissioners stood in affirmation, the motion passed unanimously (7-0).

Ms. Wilson noted that the Association is working with a museum on the heritage preservation.

Chairman Eddy Goodwin noted the Board needed a motion to resolve to set the terms of the lease for 8 years with annual renewals signed by the Chairman if no parties hold any objections to the renewal.

Commissioner Cole moved that the Board resolve to set the terms of the lease for 8 years with annual renewals signed by the Chairman if no parties hold any objections to the renewal.

Chairman Eddy Goodwin asked for all in favor, the motion passed unanimously (7-0).

There was a brief recess.

Chairman Goodwin called the meeting back to order.

- Code Enforcement Position FY 2011-12

Chairman Goodwin stated he requested that the Board consider reinstating Code Enforcement but have the Building Inspectors do Code Enforcement rather than hiring a part time person.

Chairman Goodwin requested that this be placed on the April meeting agenda.

Ron Green of 327 Manteo Trail stated he has a concern about a property on Pasquonoke Trail.

Commissioner Nixon noted that the Board may also want to address the existing ordinance and discuss this with the building inspectors.

Discussion on Ordinance Revisions

- Amendment to the Voluntary Ag District Ordinance

Ms. Stallings provided a proposed amendment to the Voluntary Ag District Ordinance (VAD) to clarify the definition of a quorum (p.4) and to add 20 acres of forestry as a qualifying farm (p.5). She stated that on Tuesday, March 15th the Planning Board met and reviewed the proposed amendment and recommended approval of it **and** to incorporate the VAD Ordinance into the Chowan County Zoning Ordinance as Article 16. She stated it is recommended that the Board schedule a public hearing for the April 4, 2011 meeting to receive public comment and vote on the text amendment as well as the incorporation of the free standing ordinance into the Chowan County Zoning Ordinance.

- Creation of Tobacco Free Campus Ordinance

Ms. Stallings stated that attached are minutes from July 9, 2007 where the Board of Commissioners approved a policy for Tobacco Free Parks and Playgrounds. Also attached are minutes from January 5, 2009 where the Board approved a policy as requested by the Health Department to support tobacco free environments.

Chairman Goodwin stated that currently the policies are in place for recreational facilities and the Health Department buildings only. He stated he would like for the Board to consider an additional policy for remaining county owned buildings and smoking at the entranceway.

Commissioner Nixon requested that the clerk perform a survey of other counties to see how they handle this.

Chairman Goodwin requested that this be placed on the April meeting agenda.

Finance Officer Items

Finance Officer Lisa Jones presented reports on the following:

- Sales Tax Revenue Update
- Lottery Proceeds Update
- Bad Debt write-off policy

A copy of the reports is in the meeting file labeled March 21, 2011.

Ms. Jones noted that the Generator project is scheduled to be paid this FYI with a May/June payoff. She stated that she recommends that once the fund is paid the county end billing and any over payment by customers after the fund is paid be transferred to water bills.

Commissioner Smith moved that the Board approve the Finance officers request, Chairman Eddy Goodwin asked for all in favor, the motion passed unanimously (7-0).

Manager's Items

Mr. Parker briefed the Board on the following:

- Draft MOA for operations of the Animal Shelter
- Update on the status of the move of the Elections Department into the Ag Extension Building (scheduled for April)
- Town request for: space & water development fee waiver

The Board discussed in detail meeting with the Animal Shelter Advisory Board. Mr. Parker stated he was developing the MOU with the other two counties then he would initiate the meetings of the Advisory Board.

Timely and Important Matters

Chairman Goodwin requested that the Manager look into the following:

- RiverSound possible bankruptcy
- County Office Building once emptied how to market the building. He requested that PNC be invited to a future meeting to discuss the building.

COA

Commissioner Nixon asked about a budget amendment or capital project ordinance for the COA move/renovations.

Ms. Jones stated she would develop a Capital Project Ordinance to discuss at the next meeting.

Landfill Board

Commissioner Nixon stated that electronics recycling is currently only available at the Soundside site. He recommended that the County look into purchasing a container for Evans Church or Ryland site for residents at the Northern End of the County.

Ms. Jones stated she would handle this.

Executive Session

Commissioner Mitchener moved that the Board go into Executive Session in accordance with NCGS 143-318.11(a) (1) & (3). Chairman Goodwin asked for all in favor, the motion passed unanimously (7-0).

The minutes of the executive session are sealed.

Commissioner Cole moved that the Board adjourn the Executive session. Chairman Eddy Goodwin asked for all in favor, the motion passed unanimously (6-0).

Being no further business before the Board, the meeting was adjourned

Chairman
Edward C. Goodwin

Clerk